

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
April 13, 2015

MEETING OPENED: 4:15 pm

PRESENT: Louise A. Gearty, Chairman; John Deputat, Vice Chairman;
Robert Demers, State Appointee; Melissa Maniscalco, Executive Director

ABSENT: Linda Brabant; Marc DiFruscia, Treasurer

1. Motion by John Deputat, seconded by Bob Demers, to approve the minutes of March 9, 2015 as presented. **Upon roll-call the motion passed by a vote of 3-0.**
 2. Motion by John Deputat, seconded by Bob Demers, **unanimously voted to authorize and approve bills for April 2015.**
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- a) DHCD released notice 2015-5-April, 2015-8, 2015-9. 2015-8, 2015-10 & 2015-11. 2015-5-April is about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel. 2015-8 is about the tenant board member requirement. DHCD is asking all LHA's to perform business as usual until the requirement can be implemented. DHCD will notify LHA's once the regulation has been filed. 2015-9 is a follow up about DHCD's decision to provide a onetime budget exemption for rooftop snow removal for state-aided units. Due to recent snowfall DHCD has extended the deadline for submitting invoices only to those towns affected by the snow. Most of which are on the south shore. 2015-10 is DHCD's subsidy agreement with the housing authority for FY 2016. 2015-11 is a notice about new updates to both the Capital Improvement and Capital Planning Systems.
 - b) The Executive Director reviewed with the board the Budget Comparatives received by the authority's fee accountant, Richard Conlon, for the period 1/1/15 to 2/28/15. She explained that the contracts costs are over budget. This is due to snow removal costs. DHCD provided a budget exemption of \$5,530.00 for the state-aided units. The line item should level off in time.
 - c) The Director presented the MassNAHRO Newsletter for April. It was short newsletter. Nothing stood out that needed to be brought to the boards attention.

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d) The director informed the board of unit vacancies. Units 35SC, 79 & 80 CD are currently vacant. All units are expected to be leased up by the end of the month.

e) The director informed the board that a REAC inspection was performed at Delaney Drive on April 2, 2015. The development received a score of 96. There was a 2 point deduction for a mislabeled fire extinguisher. The Fire extinguisher inspection company, Simplex, took full responsibility for the mistake. Melissa reported the issue to REAC in hopes of regaining the 2 points for a total score of 98.

f) The director informed the board that the 705 low flow toilet and showerhead replacement project is ready to advertise for proposals. The proposal deadline is May 6, 2015.

g) The director requested the boards approval to change the annual recertification date for both the State and Federal programs to April 1st. Right now the State annual date is October 1st and the Federal date is March 1st. By changing the date for both programs it will make it easier for both the housing and the tenants. This time frame will mean that the tenants will have their documents readily available. This is because documents that are needed for recertification's such as updated Social Security info, pension & tax info and 1099's are sent to the tenant during the month of January which will be the same time when the authority will be requesting this information.

3. Motion by John Deputat, seconded by Bob Demers to approve to change the authority's annual recertification date for both the State and Federal programs to April 1st. **Upon roll-call the motion passed by a vote of 3-0.**

h) DHCD issued CIP Work Plan 5001 Amendment #4 to the housing authority in the amount of \$13,000.00. This is for asbestos abatement for the Carnation Drive window replacement project.

4. Motion by Bob Demers, seconded by John Deputat to approve Amendment #4 to the Capital Improvement Work Plan 5001 in the amount of \$13,000.00. **Upon Roll-call the motion passed by a vote of 3-0.**

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i) DHCD issued a work order for scope of services for architectural work to be done for the Carnation Drive Sidewalk and Parking lot improvement project to GCG Associates of Wilmington, MA with a construction budget of \$227,000.00 and a design fee of \$22,300.00.

5. Motion by John Deputat, seconded by Bob Demers to approve the work order for the Carnation Drive Sidewalk and Parking lot improvement project to GCG Associates of Wilmington, MA with a construction budget of \$227,000.00 and a design fee of \$22,300.00. **Upon Roll-call the motion passed by a vote of 3-0.**

6. A motion was made by Bob Demers, seconded by John Deputat to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 3-0.**

Meeting adjourned 4:55 P.M.

Minutes Approved on 5/11/15